

## Kansas State High School Activities Association



# Minutes

*Note: Minutes are subject to approval by the Board at its next meeting.*

**Executive Board Meeting  
KSHSAA Board Room  
Wednesday, June 13, 2018  
Thursday, June 14, 2018**

The Executive Board met in the office of the Kansas State High School Activities Association on Wednesday and Thursday, June 13-14, 2018, with the following in attendance: President Juan Perez, Shane Backhus, Gary Brockus, Kathy Busch, Mike Crouch, Bob Diepenbrock, Tom Flax, Annette Gonzales, Britton Hart, Pam McComas, Terry Ostmeyer, Rudy Perez and Gary Musselman, Executive Director. Executive Director-Elect Bill Faffick and Assistant Executive Directors Cheryl Gleason, David Cherry, Francine Martin, Mark Lentz, Craig Manteuffel and Jeremy Holaday were also present. Executive Board member Kathy Busch was absent on Wednesday due to the State Board of Education meeting.

**NOTE: Per Bylaw Article V, Sec. 4,** new Executive Board members elected at the April Board of Directors meeting, shall attend the June Executive Board meeting as observers and for orientation. Shannon Haydock, Penny Lane, Mark Meyer, Alan Stein and Galen Unruh were present as new members observing the meeting. President Juan Perez and President-Elect Britton Hart participated with Mr. Musselman and Mr. Faffick in an orientation session with new members.

The Minutes of the April 26-27, 2018 meeting were approved. An amendment to include vote tallies for all Executive Board motions failed due to a lack of a second.

*NOTE: In the following listing, middle/junior high schools are indicated in all capital letters.*

### QUALIFICATIONS OF COACHES/DIRECTORS RULE 10

#### The following were approved under Rule 10-1-2 (Supervised)

- (1) Katie Ellegood, Buhler HS  
Volleyball
- (2) Clayton Peterson, Buhler HS  
Wrestling
- (3) Kathy Russell, Buhler HS  
Volleyball
- (4) Nikki Gilmore, Caney-Caney Valley HS  
Cheerleader
- (5) Aimee Lackey, Conway Springs HS  
Cheerleader
- (6) Manny Meraz, HAYSVILLE MS  
Wrestling
- (7) Corey Bowen, HAYSVILLE MS  
Wrestling
- (8) Gage Brecheisen, HAYSVILLE MS  
Football 11-Man
- (9) Jessica Morel, Lindsborg-Smoky Valley HS  
Softball
- (10) Nikolous Rempe, MCPHERSON MS  
Girls Cross Country, Boys Cross Country

- (11) Lindsay Hodges, OAKLEY MS  
Volleyball
- (12) Cally Albers, OAKLEY MS  
Girls Track & Field, Boys Track & Field
- (13) Natalie Knight, Overland Park-Blue Valley Northwest HS  
Girls Basketball
- (14) Bob Martin, Salina-Sacred Heart HS  
Softball
- (15) Diana Locke, South Haven HS  
Volleyball, Girls Track & Field, Boys Track & Field
- (16) Clayton Engle, South Haven HS  
Girls Basketball, Boys Basketball
- (17) Cody Wolf, South Haven HS  
Girls Basketball, Boys Basketball, Girls Track & Field,  
Boys Track & Field
- (18) Samantha Tharp, Udall HS  
Dance Team
- (19) Abbie Jaso, Wichita-East HS  
Cheerleader, Dance Team
- (20) Robert Jones, Wichita-East HS  
Girls Basketball, Boys Basketball
- (21) Lindsay Lopez, Wichita-East HS  
Girls Soccer, Boys Soccer
- (22) Janet Steele, Wichita-East HS  
Volleyball

#### The following were approved under Rule 10-1-2 (Un- supervised)

- (1) Macy Franson, Clay Center Community HS  
Volleyball
- (2) Andrea Davis, COLUMBUS-CENTRAL MS  
Cheerleader
- (3) Jamie Schalk, COLUMBUS-CENTRAL MS  
Volleyball
- (4) Luke Lott, Effingham-Atchison Co Community HS  
Football 11-Man, Wrestling, Girls Track & Field,  
Boys Track & Field
- (5) Candie Kelly, ELKHART MS  
Cheerleader
- (6) Kelsey Larson, Inman HS  
Cheerleader
- (7) Rufus Parker, KANSAS CITY-ARROWHEAD MS  
Football 11-Man, Wrestling, Girls Track & Field,  
Boys Track & Field
- (8) Nate Thies, Salina-Central HS  
Girls Basketball, Boys Basketball
- (9) Sheila McDonald, TOPEKA-ROBINSON MS  
Volleyball
- (10) Sarah Anderson, TOPEKA-SEAMAN MS  
Volleyball
- (11) Heather Eck, Weskan HS  
Cheerleader
- (12) Adam Smith, WESKAN JH  
Football 11-Man

- (13) Fred Koepp, Wichita-East HS  
Girls Soccer, Boys Soccer
- (14) Michael Steele, Wichita-East HS  
Volleyball

## **AGE REQUIREMENTS RULE 17 (Hardship)**

**The following were ruled (Eligible) for the activities listed under Rule 17-1-1**

- (1) Stephanie Denney, Coldwater-South Central HS  
Instrumental Music, Vocal Music
- (2) Olivia Claassen, OSKALOOSA JH  
Girls Basketball, Girls Track & Field, Volleyball
- (3) Bethany Claassen, OSKALOOSA JH  
Girls Basketball, Girls Track & Field, Volleyball
- (4) Madeline Smith, Troy HS  
Softball

## **TRANSFER RULE 18 (Possible Limited Eligibility)**

**The following were ruled (Eligible) for the activities listed under Rule 18-1-6**

- (1) Kari Dvorak, Caldwell HS  
Formerly attended Wellington HS  
Non-Varsity: Girls Track & Field
- (2) Cody Seader, Sharon Springs-Wallace County HS  
Formerly attended Weskan HS  
Varsity: Boys Cross Country, Football 8-Man, Boys Basketball
- (3) Justin Seader, Sharon Springs-Wallace County HS  
Formerly attended Weskan HS  
Varsity: Boys Cross Country, Football 8-Man, Boys Basketball

## **TRANSFER RULE 18 (Foreign Exchange Students)**

**The following were ruled (Eligible) for the activities listed under Rule 18-1-12**

- (1) Benedetta Biondi, Newton HS  
International Student Exchange

## **TRANSFER RULE 18 (Hardship)**

**The following were ruled (Eligible) for the activities listed under Rule 18-1-13**

- (1) Emalee Haden, CEDAR VALE MS  
Formerly attended DEXTER JH
- (2) Anthony DeWayne Brooks, MARION MS  
Formerly attended MCPHERSON MS
- (3) Cali Scripsick, Medicine Lodge HS  
Formerly attended Attica HS
- (4) Cauy Scripsick, MEDICINE LODGE JH  
Formerly attended ATTICA JH

## **COOPERATIVE AGREEMENT RULE 29**

The following were approved under Rule 29-2-1, 29-3-1 (schools may be combined for interschool activities . . . for the activities listed, with the identification of the combined team, classification where appropriate and the school responsible for administering the activity in parenthesis):

### **Rule 29-2-1**

- Baxter Springs/Riverton High Schools  
Girls & Boys Cross Country  
{Baxter Springs, Class TBD, 2018-19 & 2019-20}
- Cedar Vale/Dexter High Schools  
Baseball, Girls & Boys Basketball, Football (8-man), Softball, Girls & Boys Track & Field, Volleyball  
{Cedar Vale/Dexter, Class TBD, 2018-19 & 2019-20}
- Hope/White City High Schools  
Girls & Boys Basketball, Football (8-man), Volleyball  
{Rural Vista, Class TBD, 2018-19 & 2019-20}
- McPherson/Lindsborg-Smoky Valley/Moundridge  
Girls Swimming & Diving  
{McPherson, Class TBD, 2018-19 & 2019-20}
- Otis-Bison/LaCrosse High Schools  
Girls & Boys Cross Country  
{Otis-Bison, Class TBD, 2018-19 & 2019-20}
- Phillipsburg/Logan High Schools  
Girls & Boys Cross Country  
{Phillipsburg, Class TBD, 2018-19 & 2019-20}
- Wichita-Haysville-Campus/Clearwater High Schools  
Girls & Boys Soccer  
{Campus, Class TBD, 2018-19 & 2019-20}

### **Rule 29-3-1**

- Cedar Vale/Dexter Jr. High Schools  
Girls & Boys Basketball, Football (8-man), Girls & Boys Track & Field, Volleyball – 2018-19
- Garnett-Anderson County/Garnett-St. Rose Jr. High Schools  
Girls & Boys Basketball,  
Girls & Boys Track & Field – 2018-19
- Garnett-Anderson County/Garnett-St. Rose/Westphalia Jr. High Schools  
Girls & Boys Cross Country, Football (11-man), Volleyball, Wrestling – 2018-19
- Greensburg-Kiowa County/Haviland Jr. High Schools  
Girls & Boys Basketball, Football (8-man), Girls & Boys Track & Field, Volleyball – 2018-19
- Hanover/Hanover-St. John's Jr. High Schools  
Girls & Boys Basketball, Cheerleading, Football (8-man), Scholars Bowl, Girls & Boys Track & Field, Volleyball – 2018-19
- Independence/Independence-St. Andrew's, Independence-Zion Lutheran Middle Schools  
Girls & Boys Basketball, Football (11-man), Girls & Boys Golf, Instrumental Music, Vocal Music, Scholars Bowl, Girls & Boys Tennis, Girls & Boys Track & Field, Volleyball, Wrestling – 2018-19
- Kingman/Kingman-St. Patrick Middle Schools  
Girls & Boys Basketball, Cheerleading, Football (11-man), Volleyball, Girls & Boys Track & Field – 2018-19
- Paola/Paola-Holy Trinity Middle Schools  
Girls & Boys Basketball, Cheerleading, Girls & Boys Cross Country, Football (11-man), Instrumental Music, Vocal Music, Girls & Boys Track & Field, Volleyball, Wrestling – 2018-19
- Parsons/Parsons-St. Patrick Middle Schools  
Football (11-man), Girls & Boys Golf, Girls & Boys Tennis, Wrestling – 2018-19
- Sabetha/Wetmore Middle Schools  
Football (11-man) – 2018-19
- South Haven/Caldwell Jr. High Schools  
Football (8-man) – 2018-19
- South Haven/Wellington Christian Academy Jr. High Schools  
Girls & Boys Basketball, Cheerleading, Girls & Boys Track & Field, Volleyball – 2018-19

# APPROVED EVENTS AND ACTIVITIES

\* = Speech, LD Debate National Qualifiers Only

## Athletic

<u>Date</u>	<u>Event</u>	<u>Sponsor</u>	<u>Sport</u>
12/14-12/15/18	Flatwater Fracas	Grand Island HS, NE	Wrest

## Non-Athletic

9/10-9/12/18	Kansas State Fair Marching Band	Kansas State Fair, Hutchinson KS	Music
9/11/18	Kansas State Fair Debate Demonstration	Kansas State Fair, Hutchinson KS	Debate
9/11/18	Kansas State Fair Dance Showcase	Kansas State Fair, Hutchinson KS	Dance
9/13/18	Kansas State Fair Forensics Showcase	Kansas State Fair, Hutchinson KS	Speech
10/6/18	Garden City Spirit Showcase	Garden City HS, KS	Spirit
11/3/18	Heartland Showcase	Louisburg HS, KS	Cheer
11/3/18	Eudora's Elite Cheer & Dance Festival	Eudora HS, KS	Spirit
1/25-1/26/18	Kansas John Philip Sousa Band	University of Kansas, Lawrence KS	Music
2/2/19	Innovative Dance Championship	Blue Valley West HS, Overland Park KS	Dance

## PUBLIC FORUM

No one was present seeking to address the Executive Board.

## ADMINISTRATIVE REPORTS AND UPDATES

The Executive Board heard reports from the Executive Director and administrative staff regarding the status of programs and services of the Association. Staff reported on the conclusion of the spring activities season. The Executive Director gave a financial report.

## BUDGET HEARING AUTHORIZED

The Executive Board authorized a budget hearing to be held on Wednesday, September 12, 2018, at 11:30 a.m. in the office of the KSHSAA. The Association budget for the 2018-19 school year will be finalized at that time. Interested parties are welcome to attend.

## FREEDOM OF INFORMATION OFFICER APPOINTED

To ensure the KSHSAA remains in compliance with the Kansas Open Records Law, the Executive Board voted to designate the Executive Director or his designee, as the "Freedom of Information Officer." Additionally, the Executive Director or his designee will serve as the "Custodian of the Records" for purposes of the Open Records Law.

## HALL OF FAME COMMITTEE MEMBERS SELECTED

Marvin Estes, Wichita, and Ginny Honomichl, Baldwin, were appointed to the Hall of Fame Selection Committee. They will replace Dale Cushinberry Topeka, and Bob Warkentine, Salina, who have completed four-year terms on the committee. Leticia Nielson was appointed to serve as chair of the committee for 2018-19.

## EXECUTIVE BOARD POLICY EVALUATIONS

The existing policies for the following categories were evaluated:

- A. Awards
- B. Ticket Prices
- C. Expenses Allowed Host Sites
- D. Items for Sales or Rent
- E. Rule Books
- F. Entry Fees
- G. Membership Dues and Penalties
- H. Fees Paid Officials, Interpreters, Judges, Adjudicators and Staff Members

**The following changes were made:**

### 1. Awards

Updated All Activities in accordance with change in classifications.

### 2. Expenses Allowed for Host Sites

#### Basketball

Regional      33% of gate & 20% of entry fees (new)

#### Volleyball

Regional      33% of gate & 20% of entry fees (new)

### 3. Items for Sale

#### Speech

Lincoln-Douglass Ballots & Debate Ballots  
0.30 each (formerly 0.20)

### 4. Entry Fees

#### Cheerleading/Dance/PomPon

Summer Spirit Group Camps  
\$300 per student (formerly \$275)  
\$300 per sponsor (formerly \$275)

Spirit Spreader Clinics  
(Contract expires 2018-2020)  
\$12 per student (formerly \$8)

KAY

Leadership Camp \$315 per student  
(formerly \$300)

Wrestling

Regional Participation Fee \$90 (formerly \$80)

**5. Fees Paid**

Basketball

Regional Officials (3 per game) \$75  
(new)

Sub-State Officials (3 per game) \$77.50  
(formerly \$75)

State Officials (3 per game) \$95  
(formerly \$85)

Cross Country

State Assistant Starter \$15/race  
(new)

Football

Bi-District Officials Removed  
(No longer have Bi-District)

Sectional Officials \$80  
(formerly \$75)

Sub-State Officials \$85  
(formerly \$75)

State Officials \$95  
(formerly \$85)

Gymnastics

State Officials \$85  
(formerly \$80)

Spirit Summer Camps

\$84 (2018), \$89 (2019), \$94 (2020) per participant

Spirit Spreader Clinics

Clinician (per clinic) \$5 per participant  
(3-year contract 2018-2020 with UCA/UDA)

Volleyball

Regional Officials (per match) \$40  
(new)

Regional Line Judge (per match) \$10  
(new)

**ADVISORY GROUP  
RECOMMENDATIONS**

Each year, the Kansas Association of Scholar's Bowl Coaches (KASBC), the Kansas Coaches Association (KCA), the Kansas Interscholastic Athletic Administrators Association (KIAAA), the Kansas Music Educators Association (KMEA), and the Kansas Speech Communications Association (KSCA), survey their membership and develop proposals. These recommendations

are tabled and published in the April Executive Board meeting minutes to allow member schools to discuss them and provide feedback. Final discussion and action on all recommendations is undertaken in the June meeting by the Executive Board.

**RECOMMENDATIONS ADOPTED**

**The following recommendations, submitted by various advisory groups were approved by the Executive Board:**

**Volleyball**

1. Change the seeding format for 4A, 5A and 6A volleyball to the same 18-school format currently used in baseball and softball and has been adopted for basketball beginning in 2017-2018. **(KCA, amended to include class 4A)**

Play-in matches

• **Northeast Section:**

- Sub-State 1  
#1 vs TBD; #8 vs. #9 Winner advances to the state tournament TBD = #16 vs #17 Prior to the first round match
- Sub-State 2  
#2 vs. TBD; #7 vs. #10 Winner advances to the state tournament TBD = #15 vs #18 Prior to the first round match
- Sub-State 3  
#3 vs. #14; #6 vs. #11 Winner advances to the state tournament
- Sub-State 4  
#4 vs. #13; #5 vs. #12 Winner advances to the state tournament

• **Central/South Central Section:**

- Sub-State 1  
#1 vs TBD; #8 vs. #9 Winner advances to the state tournament TBD = #16 vs #17 Prior to the first round match
- Sub-State 2  
#2 vs. TBD; #7 vs. #10 Winner advances to the state tournament TBD = #15 vs #18 Prior to the first round match
- Sub-State 3  
#3 vs. #14; #6 vs. #11 Winner advances to the state tournament
- Sub-State 4  
#4 vs. #13; #5 vs. #12 Winner advances to the state tournament

(The play-in matches would take place at the same site, on the same day, prior to the first round match)

*Rationale*

- *The State Tournament should showcase the top teams in the state, not the top teams in each geographic area.*
- *This will provide a better opportunity for the top 4 teams in each sub-state to advance to the state tournament. There would be four northeast sub-state tournaments and 4 central / south central sub-state tournaments. The winner of each sub-state tournament advances to the 5A or 6A state tournament.*

2. (**Classes 4A, 5A and 6A**) Should the KSHSAA change the seeding format for volleyball to allow for the same 18 team postseason bracket proposed for baseball, softball, basketball, and soccer beginning with the 2018-19 season? (Seeding date would be previous Saturday.) (**KIAAA, amended to include class 4A**)

**ITEMS REFERRED TO  
BOARD OF DIRECTOR MEETING**

The following recommendations, which were submitted by advisory groups, will be submitted for consideration at the next Board of Directors meeting:

None

**ITEMS REFERRED TO  
FALL REGIONAL ADMINISTRATORS AND  
BOARD OF EDUCATION MEETINGS**

The following recommendations, which were submitted by advisory groups, will be submitted for consideration at the Fall Regional Administrators and Board of Education Meetings:

**Wrestling**

3. Should the KSHSAA add a postseason Girls Wrestling tournament? (**KIAAA**)

**RECOMMENDATIONS DENIED**

The Executive Board voted to deny the following recommendations, which were submitted by various advisory groups, etc.:

**Baseball**

4. **Arm Conditioning Program:** Beginning with Standard Calendar Week #31, through the end of Standard Calendar week #34, a baseball coaching staff may work with pitchers, who are not involved in a winter sport, on a voluntary basis in an arm care program no more than two times per week. (**KCA**)

*Rationale*

- *As Rules now hold coaches accountable for arm safety, the conditioning of arms prior to the beginning of the season has taken on increased importance. Currently, there are 18 calendar days from the start of the season until the first competition date.*
- *Kansas baseball coaches would like to have the opportunity to condition pitcher's arms prior to the actual start date of the baseball season. Current KSHSAA guidelines allow voluntary conditioning for student athletes outside of their season of sport. Allowing pitchers the opportunity to throw under the supervision of their coaching staff will help ensure that arms are being properly trained and conditioned for the season.*
- *The proposal is mindful that conditioning is voluntary. Winter sport athletes are not allowed to attend and a limit of 2 dates per standard calendar week are set for arm conditioning and training. The program is for pitchers only and not intended for other position players as it is pitchers who are accountable to the new rule.*
- *The proposal would be that same similar concept that is used at the major league level whereas pitchers report to big league camp approximately one month before position players to get condition their arm and get it into shape under staff supervision / coaching.*

**Cross Country**

5. Qualify 4 teams to state from each regional. (**KCA**)

**Golf**

6. Change KSHSAA Golf Manual Page 12 – Eliminate paragraph under #1 in Competition:

1. Coaches have the opportunity to coach during competition.

~~Kansas high school head golf coaches may “offer advice” to their golfers during competition (from green, when all golfers in the group have holed out until the first golfer in the group steps on the teeing ground of the next hole).~~

(**KCA**)

(Note: refer to new language under Action Items below)

7. Change KSHSAA Golf Manual Page 13 – Eliminate the following words:

Coaches May:

~~Coach/Communicate with their golfer after all golfers in the group have teed off and until all golf balls have arrived on the green.~~

~~Coaches may communicate with their golfers once all have holed out on a green. All coaching for all golfers in a group will cease when the first golfer in the group steps on the teeing ground of the next hole.~~

(**KCA**)

(Note: refer to new language under Action Items below)

8. Change KSHSAA Golf Manual Page 13 – Eliminate the following words:

Coaches May Not:

~~Be on the tee box or green at any time.~~

(**KCA**)

(Note: refer to new language under Action Items below)

**Tennis**

9. KSHSAA Attire Guidelines-Manual page 11 under the heading “Jewelry/Logos/Headwear”: - - Eliminate “~~When caps or visors are worn, the bill must be worn forward.~~” (**KCA**)

**Volleyball**

10. Offer six sites for the state tournament (**KCA**)

*Rationale:*

- *Six sites would allow for KSHSAA to eliminate the early / late schedule currently used. The start time could be later and all teams would be done at an acceptable time in the evening.*

11. Start using a team ranking system (similar to what Heart of America (HOA) uses for club volleyball) to determine sub states. (**KCA**)

*Rationale*

- *The State Tournament should showcase the top teams in the state, not the top teams in each geographic area.*
- *Heart Of America Rankings*

HOA team rankings are strictly based on head to head results between HOA teams. Since all we are doing is comparing HOA teams on how they match up with each other, we do not take in account any matches against out of region teams.

#### How the Rankings Work:

- Every team in the region start out with the same value. As teams win or lose matches, their value will change. The combined value of all the teams you have played against will determine your strength of schedule. The results against the teams will determine what your team's value is.
  - There will be a constant recalculation going on. If you beat early in the season a team that had a high value, but that team midway season starts losing a lot of matches, it can have an effect on your ranking (your strength of schedule will devalue). It is possible for your value to drop down or go up without playing, if teams you have played before win or lose.
  - If your team is ranked lower than some teams you beat, think about the teams you lost to. Some of those may be ranked below you and "pull you down".
  - In this system, every set counts. Tournament directors are required to put in the match from every set played. Playoff matches have a heavier impact on the values than pool matches.
  - Early in the year, the effect of a few matches on the rankings can be large. As more data is entered, the actual rankings will become more and more accurate.
  - We have used this system for several years now and are impressed by how good a job it does in determining actual strength of teams. Once a good amount of results is in the database, the system does a great job in helping rank the teams for tournaments.
- The Math
    - o Strength of Schedule = the average of the ranking points of all your opponents for all your individual sets.
    - o Win/Loss Points = the average points awarded for each of your individual sets. Currently a pool play win is worth 25 points while a pool play loss is worth NEGATIVE 25 points. Similarly, a playoff win or loss is worth 35 points or NEGATIVE 35 points.
    - o Ranking Points = Strength of Schedule + Win/Loss points

#### **NO ACTION ITEMS**

**The Executive Board took no action on the following items, because it is existing policy or because no action is necessary.**

None

#### **ACTION ITEMS**

**The Executive Board took action on the following items:**

1. Preliminary budget discussion reflecting anticipated expenditures.
2. Received the Annual Investment Report noting healthy financial position of the KSHSAA.

3. Referred change to **Rule 32 Baseball** to Fall Board of Directors meeting as an action item to remove Section 1, Article 5 which allows a baseball program to "play up" one classification.
4. Referred changes to **Rule 35 Football** to Fall Board of Directors meeting as an action item to identify first playing date for football and the required minimum number of days between games for regular season contests (consistent with current interpretation and practice).
5. Updated Handbook **Rule 35 Football** (and affiliated rules) with editorial changes consistent with NFHS Rules change of "11-man" and "8-man" football to "11 player" and "8 player" respectively.
6. Updated all manuals to develop consistent tie breaking procedures for seeding in sub-state/regional bracketing and state bracketing within a given activity.
7. Added the following language to the golf manual as updates for coaching during a match:

Coaches have the opportunity to coach during competition. Kansas high school head golf coaches may "offer advice" to their golfers during competition per the following:

  - Coaches may not be on the green at any time.
  - Coaches may not be on the tee box once the first player of the group addresses the ball.
  - No player may tee off until all golfer in the group are present on the teeing ground.
  - Coaches may coach/communicate with their golfer until all golf balls have arrived on the green.
8. Results of the Student Advisory Team survey were distributed, reviewed, and options for using this data were discussed.
9. Extended the contract for David Cherry, Assistant Executive Director, until full retirement following September 30, 2018.

#### **NEXT MEETING**

The next regularly scheduled Executive Board meeting will be held:

Tuesday, September 11, 2018, 10 a.m. - 5 p.m.

Wednesday, September 12, 2018, 8:30 a.m. - 3 p.m.  
**(Budget Hearing - 11:30 a.m.)**





**Printing  
Department**